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By-Laws
OF THE
HOUSE OF INDUSTRY,
TORONTO.

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HOUSE OF COMMONS

1871-72

MINUTE OF PROCEEDINGS

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HOUSE OF INDUSTRY,

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BY-LAWS.

I. That a Superintendent and Matron shall be appointed by the Board, with such further assistance as may be considered necessary.

II. That a Chairman and Deputy Chairman shall be chosen annually, from the members of the Board, at the First Monthly Meeting of the Trustees, after the Annual General Meeting, for the Election of Managers, whose duty shall consist in presiding at the Meeting of the Trustees; to sign the Minutes of the Board and the Articles of Apprenticeship on behalf of the Corporation, to which the Corporate Seal is to be attached.

III. That a Treasurer and Secretary be chosen, who shall be Members of the Board.

DUTY OF TREASURER.

To keep an accurate account of all moneys received and paid on account of the Corporation.

To present a statement of the total amount of receipts and disbursements, shewing the balance on hand, at each Monthly Meeting of the Board, and to furnish a balance-sheet and vouchers of all sums paid, when called upon to do so by the Board of Managers.

DUTY OF SECRETARY.

To keep an accurate record of all the proceedings of the Board and sign the Articles of Apprenticeship, with the Chairman or Deputy Chairman.

IV. That the Seal of the Corporation shall not be attached to any Document without an order from the General Board of Trustees.

V. That a General Meeting of the Board of Management shall be held on the Third Tuesday in each month, at Half-past Three o'clock, P. M.—(Five to be a quorum)—but special Meetings shall be called by the Secretary at the desire of the Chairman, or upon the requisition of the Weekly Committee, or of six members of the General Board.

VI. That should any member of the Board wish for an alteration, or rescinding of any by-law, notice in writing shall be given at the Monthly Meeting of the Trustees, previous to such alteration or rescinding being taken into consideration.

VII. That no alteration or repeal of any by-law shall be made unless at least seven of the Trustees are present, who shall give their consent.

VIII. That three members of the Board shall attend weekly, in rotation, three times a week, during the winter months, and twice a week during summer, in accordance with a list to be prepared by the Secretary.

DUTIES OF WEEKLY COMMITTEE.

1st. To consider and examine into all cases brought before them for relief.

2nd. To enter the names of all applicants, their age, country, religion, number and ages of their children, &c., in a book prepared for that purpose, stating the nature of the relief afforded, or their reason for withholding it.

INSTRUCTIONS FOR WEEKLY COMMITTEE.

IX. That cases decided upon by one Weekly Committee cannot be re-considered by any subsequent Weekly Committee, but must be left for the decision of the General Board.

But should any further information have been obtained upon any case which may have been decided upon, it shall be competent for the Committee before whom such further information may be brought, to refer it back to the Committee by whom it was decided, with their recommendation upon it.

**PERSONS ELIGIBLE FOR RELIEF OR ADMISSION INTO
THE HOUSE.**

1. Orphans.
2. Deserted Children.
3. Children of persons, who, from poverty or sickness, are unable to support them.
4. Persons whose age and infirmities render them unable to provide for themselves; and who have no friends able and willing to support them.
5. Patients discharged incurable from the General Hospital, or in so weak a state of health as to unfit them for earning their own living.

It being considered indispensable that previous to any patient being sent to the House, a certificate in writing, stating the name, age, and disorder of the individual, shall be sent to this Institution, at least three days previously, in order to afford the Medical Officers of this Charity an opportunity to report if the case is one which they consider should be received.

FOR OUT-DOOR ASSISTANCE.

1. Old and infirm persons.
2. Persons in distress, who are unable to obtain employment.

It being distinctly understood that where such persons have children in good health, who have arrived at the age of ten years, their parents or guardians must consent to place them out at service, or allow the Trustees to do so, giving an undertaking in the latter case, in writing, that it is with their consent that the children are so disposed of, in accordance with the form annexed to this rule, the Trustees agreeing to furnish any information in their power, from time to time, as to the welfare of such children, on application from the parents or guardians, who have signed the agreement. It shall, however, be in the discretion of the Committee to consider whether the circumstances of the family require that one of the elder children should be allowed to remain at home.

Should the parents or guardians not consent to such conditions, they shall only be considered entitled to temporary relief.

FORM OF AGREEMENT.

I, A——— B———, residing in ——, do, of my own free will and consent, authorize the Trustees of the Toronto House of Industry to bind out as an apprentice, in accordance with the By-Laws of the Corporation, C——— D———, aged —— years, on condition that on my application, either personally or by letter, the Trustees

will afford me any information in their power as to the welfare of the said child.

Signed (in duplicate.)

Witness,

A—— B——,

Mother or —— of the above child.

In the case of children who may be placed under the care of this Charity, in consequence of their having been deserted by their parents or guardians, or whose parents are persons of notoriously bad character, from whose inability or neglect to provide for them, the children have become dependent upon, and are receiving *the aid* and *protection* of this Institution. It shall be in the power of the Board, if they shall deem it expedient to place out such children, (special regard being had to the particular circumstances of each case,) notwithstanding they may have failed to obtain the consent in writing of their parents or guardians, as provided for in the above Rule.

INELIGIBLE FOR ADMISSION.

1. Women who are depraved in their morals, and whose general characters are bad.

2. Persons who can support themselves, with some assistance from this Charity, or who have friends able and willing to support them.

All persons with contagious disorders, or who require constant medical treatment.

Persons who are afflicted in their minds, unless the Medical Officers are of opinion that they may be received without inconvenience or danger.

Persons from the country—the Legislature having made provision for their support by their own Municipalities.

Emigrants, unless they arrive in impaired health, and consequently cannot proceed at once to obtain employment.

CASUAL POOR.

All persons who may apply at the Institution shall be received into the building erected for that purpose, and be furnished with a night's lodging, supper, and breakfast, after which they are to be discharged ; no recommendation whatever being required to entitle them to such assistance.

Unless under very special circumstances, the relief afforded shall not extend beyond one night, as this branch of the Institution is intended to be confined exclusively to temporary assistance

The Weekly Committee shall have power to place out temporarily the children under the care

of this Charity, in accordance with the by-laws provided for that purpose ; it being necessary in all cases that the written consent of at least two members of such Committee shall be first obtained.

1st. That where practicable the children shall be placed with persons of the same religious denomination.

2nd. That no child shall be apprenticed to any person not of the same religious belief, while there are any applications from parties of the same denomination, whose testimonials are in other respects satisfactory.

3rd. That where no such applications are before the Committee, no child shall be sent out of the House under the period of 14 days from the date of their admission.

4th. That a note shall be sent by post to a member of the Board of the same religious persuasion as the child, as soon as it is admitted, giving its age and name, to afford an opportunity of finding some fit and proper person to whom the child may be bound, in accordance with the articles of apprenticeship.

5th. That failing any such application within the before-mentioned period, the child shall be placed with any respectable party whose

application has been otherwise approved of by the Board.

6th. That in no case shall a child be considered as permanently placed out, until the application for such child shall have been approved and confirmed by the General Board.

7th. That, as a general rule, a preference shall be given to applications for apprentices from the country, provided they are in other respects satisfactory.

8th. No child shall be placed out with persons keeping a tavern, or where liquors are sold.

9th. Persons receiving assistance from the Charity, who shall make away with, or sell the food or wood given them, shall be liable to be struck off the books for relief.

RULES FOR THE SUPERINTENDENT.

1st. He shall keep a register of all applications for assistance ; the names of the parties applying ; with full particulars of their cases ; age of the parents and children ; the number in family ; and to what denomination they belong, together with the relief afforded, or the reason for refusing it.

2nd. That he shall keep an accurate register of all applications for children ; the names of the

parties applying : their religious denomination, testimonials, residence ; whether freeholders or otherwise, and their trade or occupation.

3rd. He shall enter in a book kept for that purpose, the quantity of provisions, wood, clothing, &c., received into the Institution, either for the use of the inmates, or for distribution among the out-door poor.

4th. That, where practicable, he shall give employment to persons receiving relief, by sawing wood, &c., and pay them the value of their labour in bread or wood.

5th. That a Visitor's Book shall be kept by him, and parties visiting the House shall be requested to offer any remarks or suggestions for the consideration of the Committee.

6th. That he shall keep an accurate inventory of all property belonging to the Charity.

7th. That, for the information of the Board, the Superintendent shall prepare a list of the Ministers of the religious denominations in the city, who may desire to give religious services on Sundays or week-days, which list shall be suspended in the Board-room, and no others shall be recognized as having authority to officiate.

8th. That he shall visit the houses of the persons receiving relief from this Charity, or of any applicant for assistance, when required to do so by the Committee for the week, or the General Board, and report the result of his enquiries, in writing, for their information.

9th. That the food shall in all cases be whole, some and plain, and furnished in accordance with the Dietary Tables prepared by the Medical Officers of the Charity.

10th. The inmates are to be allowed to attend their several places of worship on Sundays, but they shall return to the House immediately after service, unless permission to the contrary has been obtained from the Superintendent.

11th. That the Superintendent and Matron shall never be absent from the Institution at the same time.

12th. That all the inmates, who are able, shall rise at the ringing of the bell, at half-past five o'clock during the months of April, May, June, July, August, and September; and at half-past six o'clock, during the remainder of the year.

13th. That all the inmates, who, under advice of their spiritual advisers, do not shall attend morning and evening prayer.

14th. That no person shall be allowed to sit down to meals without appearing clean and properly washed.

15th. That no profane or immoral language or conduct shall be permitted in the Establishment.

16th. That no spirituous or malt liquors shall be allowed on the premises without an order in writing from the Medical Officers.

17th. That no inmate shall use spirituous or malt liquors without permission from the Medical Officers being given in writing.

18th. That no person supported by this Charity shall leave the premises without the sanction of the Superintendent, who shall enter such permission in a book for that purpose.

19th. That no visitors shall be allowed to any of the inmates without the permission of the Superintendent or Committee.

20th. That persons supported in this Institution shall perform any work they are required to do by the Superintendent or Committee.

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22nd. That the doors and gates erected by the Committee, the more effectually to separate the male and female wards, shall be kept constantly locked.

23rd. Any person violating any of the above rules, shall be reported in writing by the Superintendent to the Weekly Committee,

ORDER OF BUSINESS.

The following shall be the order in which business shall be conducted at the meetings of the General Board :—

1st. In case of the absence of the Chairman or Deputy Chairman, the members present shall select a Chairman.

2nd. The Minutes of the last Meeting shall be read and confirmed.

3rd. The Abstract of the Treasurer's Accounts shall be presented.

4th. Correspondence (if any) shall be read.

5th. References from Weekly Committees, or Reports from Special Committees shall then be read.

6th. Correspondence shall then be taken up and considered.

7th. References and Reports of Committees shall then be considered.

8th. Motions shall be considered, of which previous notice shall have been given.

9th. The general business shall then be proceeded with.

10th. Notices of motions, to be brought forward at the next meeting, shall then be given.